



## Health and Safety Policy



### The Cottesloe School

Policy Type:	Statutory
Reviewed by:	Nicola Hulland (School Business Manager), Laura Kay (Assistant School Business & Finance Manager) and Mark Watson (Health and Safety Governor)
Date:	Autumn Term 2025
Approved by:	Teaching and Learning Committee - November 2025
Last reviewed:	Autumn Term 2024
Next review:	Autumn Term 2026

### MODEL HEALTH AND SAFETY POLICY FOR SCHOOLS

## Contents

1. GOVERNING BODY STATEMENT OF INTENT	Page 3
2. RESPONSIBILITIES AND ORGANISATION	Page 5
3. PROCEDURES AND ARRANGEMENTS	Page 13
4. INCIDENT REPORTING AND INVESTIGATION	Page 19
5. INFORMATION, INSTRUCTION AND TRAINING	Page 18
6. LEGIONELLA	Page 21
7. LETTINGS	Page 21
8. NOISE	Page 22
9. OUTDOOR PLAY EQUIPMENT	Page 22
10. PERSONAL PROTECTIVE EQUIPMENT	Page 23
11. PORTABLE ELECTRICAL APPLIANCES	Page 22
12. RISK ASSESSMENT	Page 23
13. SAFE PLANT AND WORK EQUIPMENT	Page 26
14. SEVERE WEATHER	Page 30
15. SITE SAFETY, HOUSEKEEPING AND WASTE MANAGEMENT	Page 30
16. SITE SECURITY AND VISITORS	Page 31
17. SMOKING	Page 31
18. SUPPORTING PUPILS WITH MEDICAL CONDITIONS	Page 31
19. SWIMMING	Page 32
20. VEHICLES	Page 32
21. WORK EXPERIENCE	Page 32
22. REVIEW OF POLICY	Page 33

## **The Cottesloe School**

Where appropriate, this policy should be read in conjunction with Buckinghamshire Council Health and Safety Policy.

### **PART 1: GOVERNING BODY STATEMENT OF INTENT**

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a school. We are committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet our responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, other relevant health and safety legislation and the Regulatory Reform (Fire Safety) Order 2005. Our overall objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work.

We will achieve this by:

- Taking reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings;
- Promoting a sensible and proportionate approach to health and safety, making use of competent health and safety advice when required;
- Working in close partnership with the Headteacher and senior management team to support sensible health and safety management and to challenge as appropriate;
- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance;
- Ensuring staff receive adequate information, instruction and training to enable them to carry out their responsibilities competently;
- Ensuring that health and safety management is an integral part of decision making and organisational processes;
- Providing a safe and healthy working environment for our staff, pupils and others working in the school;
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives;

- Complying with statutory requirements and where possible best practice;
- Investigating and learning the lessons from accidents, incidents, near misses and work-related ill health incidents;
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective
- Ensuring adequate resources are available to fulfil our health and safety responsibilities and objectives;
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards.

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

**Name of Headteacher:** Simon Jones

**Date:** September 2025

**Name of Chair of Governors:** Carolyn Stirk

**Date:** September 2025

**Review date:** Autumn Term 2026

## **PART 2: RESPONSIBILITIES AND ORGANISATION**

### **2.1 INTRODUCTION**

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

### **2.2 THE GOVERNING BODY**

The Governing Body recognises its responsibilities for ensuring that suitable organisational arrangements are in place for the management and control of health and safety within the school and will endeavour to ensure that the local authority's policy is implemented with regard to its responsibility. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils;
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities;
- A lead governor for health and safety is nominated;
- People have sufficient experience, knowledge and training to perform the tasks required of them;
- Clear procedures are created which assess the risk from hazards and produce safe systems of work;
- Health and safety performance are monitored and targets for improvement are set
- Ensuring that the site and premises is maintained in a safe condition and that sufficient funding is allocated;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- The school's health and safety policy is reviewed regularly (at least once annually) and implementing new arrangements where necessary.

### **2.3 THE HEADTEACHER**

Leadership of health and safety is about managing risk sensibly – not trying to eliminate it altogether. The Headteacher will provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

The Headteacher is responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. In particular, they will:

- Ensure that the school is following Buckinghamshire Council's Health and Safety Policy and has effective arrangements for managing the real health and safety risks at the school.

- Be fully committed to the Governing Body's Statement of Intent, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.
- Act as the "Responsible Person" under the Fire Safety Order within the School.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site;
- Nominate themselves or a senior manager as the Health and Safety Co-ordinator;
- Undertake all relevant training appropriate to their role and ensure staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees;
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health and safety risks to staff and any other people who may be affected by the school's activities;
- Ensure that risk assessments are undertaken, and understood by those at risk and their managers, in relation to directly managed staff, for example, job-based risk assessments, stress risk assessments, return to work risk assessments, personal emergency evacuation plans;
- Ensure safe systems of work and procedures are developed and are implemented;
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people;
- Ensure that they seek timely assistance and advice where expert help is required from Health and Safety Consultancy team;
- Ensure that all plant and work equipment provided is selected through a risk assessment process, is suitable for the intended use, is properly maintained and subject to all necessary tests and examinations;
- Ensure that accidents and incidents (including near misses and violence and aggression) are reported to Council and the HSE (where appropriate) and investigated and the findings acted upon without delay;
- Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them;
- Ensure information that may assist safety representatives in their role is provided to them;
- Participate and make recommendations to the Governing Body in relation to external independent audits carried out by the Council or other bodies

- Report to the Governing Body any health and safety issues which cannot be resolved;
- Ensure the requirements of the Occupier's Liability Acts 1957/1984 are complied with to reduce risk to lawful and unlawful visitors;
- Monitor and review health and safety performance through:
  - termly health and safety inspections of work areas/practices;
  - setting health and safety targets and objectives through appraisals and other supervisory reviews;
  - reviewing incidents and accidents;
  - monitoring commissioned and contracted work for compliance;
  - ensuring that the management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act;
  - ensuring audit action plans are implemented;
  - reporting to the Governing Body at least annually on the school's health and safety performance

#### **2.4 LEAD GOVERNOR FOR HEALTH AND SAFETY**

The Lead Governor has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety;
- To scrutinise and review health and safety performance;
- To provide support and challenge to the Headteacher and the Governing Body in fulfilling their health and safety responsibilities;
- To ensure in particular that risk assessments of the premises and working practices are carried out with documented and communicated to those who need awareness;
- To arrange regular inspections of the school by either themselves or another Governor and to provide reports to the Governing Body.

#### **2.5 RESPONSIBILITIES OF THE SENIOR LEADERSHIP TEAM (SLT)**

The SLT will support the Headteacher with the overall management of health and safety in the school. This will include:

- Providing leadership by ensuring health and safety is considered as part of every decision and that health and safety requirements are met by those within their area of responsibility;
- Considering the health and safety impact of any new initiatives;
- Informing the Headteacher of any health and safety issues that affect the school;
- Agreeing strategic health and safety initiatives;
- Monitoring the overall implementation of the school's health and safety policy in their areas of control and agreeing the annual health and safety report

## **2.6 HEALTH AND SAFETY COORDINATOR (The Assistant Business Manager)**

The Assistant Business Manager, takes the lead for health and safety on site. They provide the focal point for the school's health and safety management arrangements. Their school wide roles include:

- Management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed;
- Advising contractors of site-specific risks and overseeing their activities on site;
- Ensuring staff and visitors are aware of the on-site procedures and the precautions to follow;
- Accident and incident reporting;
- Implementation, monitoring and review of training procedures;
- Preparation of reports and returns for the school leadership team;
- Oversight and management of all aspects of risk management within the school

The Health and Safety Coordinator has the following responsibilities to:

- Attend appropriate health and safety training courses including IOSH Managing Safely, Asbestos and Legionella Awareness and Managing Fire Safety Training to enable them to discharge their duties effectively;
- Ensure that a fire risk assessment is completed by a competent contractor for the school and that it is implemented and reviewed at least annually;
- Promote health and safety matters throughout the school and assisting the Headteacher in the implementation of the Council's and School's Health and Safety Procedures;
- Ensure the Fire Log, Asbestos Log and Legionella Log are kept up to date;
- Ensure that the Health and Safety Notice Board is kept up to date;
- Ensure the correct accident, incident and near miss reporting procedures are followed and that, where appropriate, accidents are investigated;
- Arrange termly health and safety inspections and ensuring follow up action is completed, and records kept available for audits;
- Ensure appropriate procedures for school visits is followed;
- Participate in any Health and Safety Audits arranged by the Council;
- Provide health and safety induction training for all staff;
- Provide basic fire awareness training for all staff at least every six months. Refer to training notes section 3.3 Health and Safety Policies and Procedures.
- Keep an up to date record of staff health and safety training;

- Ensure that all statutory inspections are completed, and records kept;
- Make provision for the inspection and maintenance of work equipment;
- Ensure that emergency drills and procedures are carried out regularly and monitored for effectiveness and that records are kept;
- Monitor contractors on site and ensuring they consult the Asbestos Log before starting work.
- Coordinate and manage the annual risk assessment process for the school;
- Coordinate performance monitoring processes;
- Manage records of all health and safety activities including management of building fabric and building services in liaison with the Council and other contractors;
- Advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.

The Governing Body has delegated responsibility for informing governors and staff of changes to all health and safety policies, including the following policies, to the School Assistant Business Manager.

1. Asbestos Policy and Procedures
2. *Boiler Room Plant Policy*
3. *Cash Handling Procedures*
4. *Control of Contractors Policy*
5. *Control of Substances Hazardous to Health Policy*
6. *Dangerous Substances and Explosive Atmospheres Regulations*
7. *Display Screen Equipment*
8. *Driver Handbook*
9. *Fire and Emergency Evacuation Procedures*
10. *First Aid Policy*
11. *Legionella Policy and Procedure*
12. *Supporting children with Medical Needs Policy*
13. *Manual Handling Policy*
14. *Modifications to the working environment to provide safe access/egress and working conditions*
15. *Personal Safety and Prevention of Violence in the Workplace Policy*
16. *Safe Use of Work Equipment, Plant and Machinery Policy*
17. *Smoking/vaping at Work Policy*
18. *Serious Incident Procedure*
19. *Stress Policy*
20. *Use of crutches in school policy*

21. *Work Related Road Safety Policy*

22. *Working at Height Policy*

*These policies can be found on The Health and Safety shared Google drive or by contacting the School Assistant Business Manager*

## **2.7 TEACHING AND SUPPORT STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Deputy/Assistant Headteachers, Heads of Faculty, Heads of Department, Business Managers, Caretakers/Site Managers

They have the following responsibilities to:

- Apply the school's Health and Safety Policy and the relevant health and safety Codes of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Carry out regular health and safety risk assessments of the activities for which they are responsible;
- Checking compliance with job risk assessments and reviewing health and safety performance in staff appraisals/performance management reviews;
- Ensure that all staff they manage are familiar with the relevant health and safety Codes of Practice, for their area of work;
- Resolve health, safety and welfare issues that staff refer to them, or refer to the Headteacher any matters for which they cannot achieve a satisfactory solution within the resources available;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety;
- Investigate any accidents that occur within their area of responsibility.

## **2.8 HEADS OF SUBJECT DEPARTMENTS HAVE THE FOLLOWING SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES:**

Heads of Departments and/or Curriculum Leaders have expertise in their topic areas and are often in the best position to advise or lead on the arrangements for assessing and managing risk in their department.

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly ( at least annually );
- Carrying out regular health and safety monitoring inspections of the department

and making reports to the Headteacher where appropriate;

- Ensuring follow up and remedial action is taken following health and safety inspections;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the school hierarchy.
- Report all accidents, defects and dangerous occurrences to the Headteacher and/or Health and Safety Coordinator.

## **2.9 CLASS TEACHERS**

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies;
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice;
- Give clear oral and written instructions and warnings to pupils when necessary;
- Follow safe working procedures;
- Require the use of protective clothing and guards where necessary;
- Make recommendations to their Headteacher or manager regarding equipment and improvements to plant, tools, equipment or machinery;
- Integrate all relevant aspects of safety into the teaching process;
- Report all near miss incidents, accidents, defects and dangerous occurrences to their manager.

## **2.10 SAFETY REPRESENTATIVES**

Safety representatives do not have responsibilities under this policy; however, they do have functions as laid down in the Safety Representatives and Safety Committees Regulations 1977.

The Governing Body believes that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

## **2.11 STAFF**

All of the school workforce plays an important part in sensible health and safety management in schools. Staff involvement makes a vital contribution towards achieving safer and healthier workplaces and helps develop sensible rather than over cautious approaches.

When developing learning opportunities, staff should focus on controlling the real risks, not eliminating all risks. Health and safety is about doing things safely, not finding reasons not to do them.

In particular staff must:

- comply with the school's health and safety policy and procedures at all times;
- take reasonable care for the health and safety of themselves and others when undertaking their work, for example;
  - check classrooms/work areas are safe;
  - check that minibuses are roadworthy prior to use;
  - check equipment is safe before use;
  - ensure safe working procedures are followed;
- co-operate with managers in complying with relevant health and safety safe systems of work and procedures;
- use all work equipment and substances in accordance with instruction, training and information received;
- wear, use, store, maintain and replace personal protective equipment as appropriate;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- take part in and contribute to health and safety inspections, risk assessments etc. as appropriate;
- report
  - accidents, incidents of violence and aggression and near misses;
  - ill health caused by work activities;
  - defective equipment, vehicles or premises, hazardous situations and other health and safety concerns;
  - report immediately to their Headteacher/Line Manager any serious or immediate danger.

## **2.12 PUPILS**

Pupils, allowing for their age and aptitude, are expected to:

- take personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety

### **PART 3: PROCEDURES AND ARRANGEMENTS**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

#### **LEAD GOVERNOR FOR HEALTH AND SAFETY**

The lead governor with responsibility for scrutiny of health and safety performance is Mark Watson

#### **ASBESTOS MANAGEMENT**

The asbestos register and asbestos management plan are held at: Reception

The Site Manager is responsible for

- making arrangements for dealing with asbestos in compliance with the Council's policy;
- ensuring that contractors who may be working in areas where asbestos has been identified consult and sign the register;
- ensuring that any changes to the register are notified to Building Services, Property Consultancy;
- informing Property Consultancy immediately on 01296 383238 if any asbestos containing materials are damaged releasing asbestos fibres or may have been released.

For further guidance refer to section 4.2 health and safety policies and procedures [https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### **3.1 AUDIT, REVIEW, PERFORMANCE MEASUREMENT AND ACTION PLAN**

The School Business Manager is responsible for reviewing the School's Health and Safety Policy and ensuring all staff signed a ~~list~~ to acknowledge that they have read and understood the policy.

The School Business Manager is responsible for ensuring the implementation of recommendations of any health and safety audit reports carried out by the Council

### **3.2 CATERING**

Hertfordshire Catering Limited (HCL) (external contractor) is responsible for registering the food premises with the local Environmental Health Officer, District Council;

Robert Sambak is responsible for

- monitoring the preparation of food and the nutritional standards of meals;
- the maintenance of satisfactory hygiene standards;
- ensuring that temperature of the refrigerator and freezer are monitored and logged;
- ensuring an adequate schedule of deep cleaning is undertaken.
- ensuring that allergen information is clearly displayed and that staff ask all customers for allergen information at point of menu selection

### 3.3 CONSULTATION WITH EMPLOYEES

Any employee appointed as a safety representative by their Association or trade union will be offered suitable facilities to undertake their work.

Union-appointed safety representatives are

Professional Association	Employee Name	Job Title
NEU	Grant Brockwell	Teacher
NASUWT	Vicky Moore	Teacher

Consultation with employees not represented by a union is provided through the School Business Manager

For further guidance refer to section 1.2 health and safety policies and procedures [https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### 3.4 CONTRACTORS - SELECTION AND MANAGEMENT

Contractors are selected and managed following guidance and documentation in section

9.4 health and safety policies and procedures

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### 3.5 EDUCATIONAL VISITS

The Assistant School Business and Finance Manager is responsible for ensuring that educational visits, including residential visits and any school-led adventure activities, will be risk assessed and organised following guidance produced by the Councils Education Visits Co-ordinator.

### 3.6 ENFORCING AUTHORITY VISITS

The School Business Manager is responsible for implementing any recommendations following a visit by the Enforcing Authorities and reporting matters requiring

authorisation/action to the Governing Body or LA.

### 3.7 FIRE AND OTHER EMERGENCY ARRANGEMENTS

The Site Manager is responsible for

- ensuring fire risk assessment is undertaken by a competent contractor and any arising actions carried out;
- developing local fire safety procedures to ensure
  - personal emergency evacuation plans (PEEPS) are carried out for people with additional needs, i.e. staff, pupils, visitors;
  - fire evacuation drills are carried out at least termly;
  - a roll call is taken at the Assembly Point;
  - that no-one attempts to re-enter the building until the all clear is given by the emergency services;
  - firefighting and fire detection equipment is serviced and maintained annually;
  - regular reminders to staff on fire safety.

The Site Manager is responsible for

- maintaining the Fire Log;
- checking termly that evacuation routes remain clear and that final exit doors are openable;
- checking firefighting equipment on a termly basis to see that it remains in a useable condition, e.g. fire extinguishers, fire blankets;
- testing the alarms every week from different call points and recording the tests in the Fire Log;
- testing the emergency lighting at appropriate intervals

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	Available by all call points
Bomb Alert	Site Team Office
Gas Leak	Site Team Office
Electrical Fault	Site Team Office
Water	Site Team Office
Storm or Flood Damage	Site Team's Office
Lockdowns	Business Manager's Office/Site Team's Office

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in

their absence, a member of the Senior Leadership Team is informed immediately and that where appropriate the emergency services are summoned. A member of the Senior Leadership Team will liaise with the emergency services when they arrive and take advice from them.

**Note: The priorities are as follows:**

- to ensure the safety of all, their removal from danger, their care and the application of first aid and medical treatment where appropriate;
- to call the emergency services when appropriate;
- to safeguard the premises and equipment, if this is possible without putting persons at risk.

**3.8 FIRST AID**

First aid boxes and first aid record books are kept at the following points in the school:

Location of First Aid Box(es)		
Area	Room	Ext No.
A Block	Reception (basic kit)	200
Medical area/resources	Resources	203
Art	Art Office	267
DT	Prep Room	254
FT	DT2 food room	229
Science	Prep Room	221
Cafeteria	Dining Hall Office	223
C Block	6th Form office	205
B Block	B15	245
B Block	Performing Arts Office	241
E Block	SportPE office	262
Team Hub	office	235

The Senior First Aider is responsible for making a termly check of the contents of all first aid boxes.

The nearest medical centre/NHS GP is

**Ashcroft Surgery**  
**01296 688201**

The nearest hospital with accident and emergency facilities is:

**Stoke Mandeville**  
**01296 315000**

The Senior First Aider in school is : Mrs Regie Hubber/ Mrs Emma Fisher

The following list of employees are qualified to provide first aid by completing Emergency First Aid at Work can be found here:

 List of First Aiders

For further guidance refer to section 3.2 health and safety policies and procedures <https://schoolsweb.buckscc.gov.uk/health-and-safety/>

### **3.9 HEALTH AND WELL-BEING**

The HR Manager is responsible for monitoring absence owing to stress related illness and The Assistant Head Teacher of Safeguarding and Wellbeing promoting wellbeing. They will ensure that individual stress risk assessments are undertaken by line managers with staff members experiencing symptoms of stress.

For further guidance refer to section 8.4 health and safety policies and procedures <https://schoolsweb.buckscc.gov.uk/health-and-safety/>

#### **3.9.1 OCCUPATIONAL HEALTH**

Access to occupational health services is through EPM group The school uses Medigold as its occupational health service provider . Please contact the manager for further information

#### **3.9.2 EMPLOYEES ASSISTANCE PROGRAMME**

The school has access to an employee assist programme through SAS Please contact the HR manager for further information

### **4. INCIDENT REPORTING AND INVESTIGATION**

The senior First Aider will log all accidents/incidents and cases of illness using the online Medical system.

Minor injuries to employees and non-employees (i.e. pupils and visitors) where first aid is given will be reported on the Medical system.

The School Business Manager is responsible for contacting the Health and Safety Governor and Health and Safety Team immediately to report a serious incident (accident, incident (physical assault, threat, verbal abuse) or near miss). Where appropriate/practicable a Health and Safety Adviser will visit the school the same day to provide support and investigate the incident. Telephone 01296 674412 or email [healthandsafety@buckinghamshire.gov.uk](mailto:healthandsafety@buckinghamshire.gov.uk)

The School Business Manager will investigate all incidents resulting in accidents or near misses and act on findings to prevent a recurrence or similar accident/incident. Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

The School Business Manager will provide Governors with termly trend and exceptions reports of accidents and near misses.

For further guidance refer to section 3.1 health and safety policies and procedures [https://schoolsweb.bucksc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.bucksc.gov.uk/health-and-safety/health_and_safety_policies/)

## **4.1. INSPECTIONS**

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by The School Business Manager, The Site Manager and nominated Health and Safety representative for the Governing Body.

Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff.

Formal health and safety inspections will be carried out regularly with the Health and Safety Governor.

For further guidance and information refer to section 2.5 and 2.5a health and safety policies and procedures

## **5. INFORMATION, INSTRUCTION AND TRAINING**

### **5.1. INFORMATION AND ADVICE**

A Health and Safety Law Poster is displayed in: Staffroom, E block corridor, A Block corridor, Admin corridor, Performing Arts Block, Team hub & 6<sup>th</sup> Form building.

Health and safety advice available from the Health and Safety Team

Telephone: 01296 674412

E-mail: [handstraining@buckinghamshire.gov.uk](mailto:handstraining@buckinghamshire.gov.uk)

### **5.2. HEALTH AND SAFETY TRAINING:**

#### **5.2.1. INDUCTION**

Health and safety induction information is provided in the staff handbook which is provided for all new employees . Work experience placement students receive induction training which covers the following guidance

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

<i>BCC Health and Safety Policy</i>	<i>School Health and Safety Policy</i>
<i>Codes of Safe Practice and Guidance</i>	<i>Education Visits Policy Document</i>
<i>Premises Asbestos Log</i>	<i>Premises Legionella Log</i>
<i>Job Based Risk Assessment and other appropriate assessments</i>	<i>Fire and other Emergency Arrangements</i>
<i>Accident Reporting Arrangements</i>	<i>First Aid Arrangements</i>
<i>Safe Use of Work Equipment</i>	<i>Procedures for Hazardous Substances</i>
<i>Good Housekeeping, Waste Disposal and Cleaning Arrangements</i>	<i>Hazard Reporting and Maintenance Procedures</i>
<i>Special Hazards/Responsibilities Associated with their Work Activity</i>	<i>Special Needs of Young Employees (e.g. Work Experience Placements)</i>
	<i>Use of firefighting equipment as appropriate</i>

### 5.2.2. TRAINING RECORDS AND TRAINING NEEDS IDENTIFICATION

The School Business Manager and Site Manager is responsible for identifying training and refresher training needs and keeping health and safety training records. Staff and governors named below have received or will receive health and safety training in the following areas:

Asbestos Awareness	IOSH Working Safely	Personal Safety of Employees
COSHH Awareness	Legionella	CLEAPSS Radiation Protection
Emergency First Aid at Work	IOSH Managing Safely/Refresher	Supporting Pupils with Medical Conditions (formerly Managing Medicines)
Fire Risk Assessor	Load Risk Assessor for Moving and Handling	<del>Team Teach training</del>
First Aid at Work	Manual Handling (Loads)	Visual Tree training
Food Safety in Catering	Minibus Training (County)	Working at Height
Governor's Role in Health and Safety	PAT testing	Safe use of firefighting equipment

### 5.2.3. STRATEGIC HEALTH AND SAFETY MANAGEMENT AND PREMISES MANAGEMENT TRAINING

#### SPECIFIC COURSE FOR GOVERNORS

The Governor Role for Health and Safety Mark Watson to undertake the IOSH Leading Safely course.

### **COURSES FOR SENIOR LEADERSHIP TEAM**

- Asbestos Awareness (Headteachers/Health and Safety Coordinators): Simon Jones, Nicola Hulland and Chris Stacey
- Fire safety training (for Headteachers/Health and Safety Coordinators) : Nicola Hulland
- IOSH Managing Safely/Managing Safely Refresher 3 day/1-day course (for Headteachers/Health and Safety Coordinators): Chris Stacey and Laura Kay
- Legionella Training (Headteachers/Health and Safety Coordinators: Chris Stacey
- Managing the Personal Safety of Staff: Simon Jones Nicola Hulland

### **5.2.4. CURRICULIUM SUBJECT SPECIFIC HEALTH AND SAFETY TRAINING**

#### **SECONDARY SCIENCE**

- CLEAPSS Health and Safety Management for Heads of Science: Lisa Beatty
- CLEAPSS Radiation Protection Supervisor :Lisa Beatty, Grant Brockwell and Lynn Hutley
- CLEAPSS Health and Safety for Science Technicians: Lynn Hutley and Beth Paterson
- IOSH Working Safely course – a 1 day basic health and safety course (for Technicians) : Lynn Hutley and Beth Paterson

#### **SECONDARY DESIGN & TECHNOLOGY**

- CIEH Level 2 Award in Food Safety for Food Technology teachers and technicians: [Dr Lucy Jera, Teacher of Hospitality and Catering]
- CLEAPSS Health and Safety Management for Heads of D&T: [James Poote, Head of D&T]
- CLEAPSS The Safe and Effective D&T Technician: [Sharon Anderson, DT Technician]
- Design and Technology Association training (DATA) (refresher training every 5 years) for teachers and technicians and site team if utilising : [James Poote, Head of D&T]
- IOSH Working Safely course – a 1-day basic health and safety course (for Technicians) : [Sharon Anderson, D&T Technician]

### **5.2.5. OCCUPATIONAL RISKS**

- Buckinghamshire Council Minibus driver training: Transport Services
- Emergency First Aid at Work: ALR Training
- Evacuation Chair training: N/A
- Fire Warden Training available through Fire Training Bucks and MK
- First Aid at Work: ALR Training
- First Aid for Schools: ALR Training
- Load Risk Assessor for Moving and Handling of Pupils with Disabilities: N/A
- Paediatric First Aid (for schools with children up to age 8) N/A
- Paediatric Moving and Handling training with/without hoists: N/A
- Personal Safety: Jenny Waples and Chris Stacey
- Supporting Pupils with Medical Conditions (includes Managing Medicines): Reggie Hubber (Senior First Aiders) and Emma Fisher (Senior First Aiders)

#### **5.2.6. CARETAKING / SITE MANAGEMENT**

- Asbestos Awareness: All Site Staff
- Buckinghamshire Council Minibus driver training: Various staff as required (see list of current drivers in Reception)
- COSHH Health and Safety Training: Chris Stacey – Site Manager
- IOSH Working Safely course – a 1-day basic health and safety course : Dave Houchen and Jenny Waples (Site Staff)
- Legionella: Chris Stacey, Dave Houchen and Jenny Waples
- Manual Handling: Chris Stacey, Dave Houchen and Jenny Waples
- Safe Playground Inspection: N/A
- Visual Tree Assessment: Dave Houchen and Jenny Waples
- Working at Height: Chris Stacey Jenny Waples and Dave Houchen

### **6. LEGIONELLA**

The School Business Manager is the Premises Responsible Person for the management of Legionella

The Site Manager is the Nominated Legionella Controller who has been trained to be responsible for checking and recording water temperatures and flushing appropriate outlets as part of the Legionella programme

For further guidance refer to section 4.4 health and safety policies and procedures [https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### **7. LETTINGS**

Jenny Waples is responsible for coordinating lettings of the premises and for giving health and safety including emergency information to hirers.

### **8. NOISE**

Any employee concerned about the noise levels at work should report the matter to The School Assistant Business Manager who will arrange for remedial action or for an assessment to be made by the Health and Safety Team or a specialist contractor.

For further guidance refer to section 9.3 health and safety policies and procedures [https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **9. OUTDOOR PLAY EQUIPMENT**

This is not applicable to our School as we are a Secondary and do not have outdoor play equipment for the students.

For further guidance refer to section 10.7 health and safety policies [https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **10. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Suitable Personal Protective Equipment (PPE) goggles, gloves, hearing protection etc will be provided free of charge, where identified as necessary by a risk assessment.

All employees are responsible for informing The School Business Manager, when they become aware of a need to repair or replace PPE, which they use.

Each individual is responsible for making arrangements for laundering soiled PPE, e.g. overall, lab coats, aprons, etc.

For further guidance refer to section 11.1 health and safety policies <https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

### **10.1. RESPIRATORY PROTECTIVE EQUIPMENT**

The Site Manager is responsible for the provision, training in use, safe storage and replacement of respiratory protective equipment .

The Site Manager is authorised and trained to use respiratory protective equipment . For further guidance refer to section 11.1 health and safety policies <https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

## **11. PORTABLE ELECTRICAL APPLIANCES**

The Site Manager is responsible for ensuring that portable electrical appliance testing is carried out at the frequencies in section 10.3 health and safety policies and

procedures.

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

Staff should not bring electrical equipment onto the school site unless they have authorisation and the appliances have been portable appliance tested.

## **12. RISK ASSESSMENT**

### **12.1. GENERAL RISK ASSESSMENT**

General risk assessment will be coordinated by The Site Manager following guidance and documentation in section 2.1 health and safety policies and procedures.

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

They will be responsible for ensuring risk assessment relating to jobs, locations, work equipment, chemicals and activities are produced by appropriate persons and appropriately communicated to staff and ensuring the actions required are implemented.

### **12.2. FIRE RISK ASSESSMENT**

The Headteacher is the Responsible Person under the Fire Safety Reform Order;

The School Business Manager is the Competent Person (must hold a IOSH Managing Safely Certificate (or equivalent) and attended Fire Safety training) who is responsible for:

- ensuring a fire risk assessment is carried at regular intervals by a competent Fire Risk Assessor contractor;
- regularly reviewing the fire risk assessment and progressing any resulting actions

For further guidance refer to section 3.3 health and safety policies and procedures

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### **12.3. MANUAL HANDLING RISK ASSESSMENTS (LOADS)**

Manual handling risk assessments will be carried out by The Site Manager following guidance and documentation in section 5.2 health and safety policies and procedures.

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

They will be responsible for ensuring any actions required are implemented, including training needs.

### **12.4. MOVING AND HANDLING RISK ASSESSMENTS (PEOPLE)**

Moving and handling risk assessments will be carried out by The Site Manager following guidance and documentation in section 5.2 health and safety policies and procedures

<https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

They will be responsible for ensuring:

- assessments are regularly reviewed by an appropriate person and actions required are implemented;
- appropriate people attend
  - o Paediatric Moving and Handling training/refresher training annually;
  - o Load Risk Assessor training/refresher training annually

## 12.5. COMPUTERS AND WORKSTATION ASSESSMENTS

The School Business Manager is responsible for identifying 'users' and ensuring workstation assessments are undertaken (Using HSE Guidelines) and any corrective action required implemented.

The following employees are classified as users of display screen equipment; they will be entitled to a regular eye test and spectacles if recommended by the optician for DSE use.

<b>Employee Name</b>	<b>Job Title</b>
Simon Jones	Headteacher
Louise Baldwin	Head of School
Nicola Hulland	Business Manager
Tracey Cherry	Finance Assistant
Debbie Edwards	Data manager and Admissions officer
Julia Smith	Office Manager
Laura Kay	Assistant Business & Finance manager
Sarah Shotliff	Attendance
Charlene Hall	Examinations Officer
Judith Woods	Headteacher's PA and HR Officer
Anna Gunn	Marketing and Events Coordinator
Kath Wall	Receptionist
Regina Hubber/Emma Fisher	Senior First Aider
Toni Farmer	Librarian
Mel McMonagle	Sixth Form Administrator
Zoe Jenkins	Reprographics
Sam Hubble	SEND & Pastoral Administrator
Lynn Hutley	Senior Lab Technician
Bethany Paterson	Lab Technician

Simon Smith	Assistant Headteacher
Dan Fox	Deputy Headteacher
Emily Titley	Art Technician
Emma Phillips	Team Hub Manager
Amy Coyne	Wellbeing Officer
Esther Chilvers	Inclusion Manager
Claire Hooley	Assistant Headteacher
Clive Matcham	Careers Consultant
Chris Stacey	Site Manager
Elise West	Deputy Designated Safeguarding Lead
Chloe Hankin	Assistant Headteacher

For further guidance refer to section 6.1 health and safety policies and procedures  
[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **12.6. VIOLENCE AND AGGRESSION TO STAFF**

Assessments of the risks of violence and aggression to staff will be carried out by NThe School Business Manager following guidance and documentation in section 7.1 health and safety policies and procedures

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **12.7. RISK ASSESSMENTS OF CURRICULUM ACTIVITIES**

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty using guidance from Bucks Grid for Learning, CLEAPSS, Association for Science Education (ASE), and Association for Physical Education (afPE), Buckinghamshire Councils Health and Safety Policies and other recognised sources of competent advice

## **12.8. RISK ASSESSMENTS FOR HAZARDOUS SUBSTANCES**

The Site Manager is responsible for

- ensuring an inventory is kept of hazardous substances:
- COSHH data sheets are available and risk assessments are produced and regularly reviewed by appropriate persons for Science, Design Technology, Caretaking and Cleaning, Swimming Pool Maintenance, Catering, Grounds Maintenance;
- ensuring that the assessments have been communicated to staff and ensuring the actions required including provision of training are implemented.

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

- |                           |   |
|---------------------------|---|
| ● Science                 | Lynn Hutley - Senior Science Technician |
| ● Design Technology       | Sharon Anderson - DT Technician         |
| ● Art and Design          | Emily Titley - Art Technician           |
| ● Caretaking and Cleaning | Chris Stacey - Site Manager             |
| ● Catering                | Robert Sambak - HCL                     |
| ● Grounds Maintenance     | Richard Bryce - Sports Ground Services  |

The Site Manager is responsible for ensuring that local exhaust ventilation (LEV) (fume cupboards, dust extraction equipment on woodworking machines etc) is examined annually and tested by a competent contractor

For further guidance refer to section 4.1 health and safety policies and procedures [https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### **13. SAFE PLANT AND WORK EQUIPMENT**

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors appointed by the Governing Body /Council

Any problems or defects regarding plant and equipment should be reported to The Site Manager.

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to employees who have been appropriately trained. Records must be maintained of all required inspections.

#### **13.1. CARETAKING AND CLEANING EQUIPMENT**

The Site Manager is responsible for ensuring that

- caretaking and cleaning equipment is regularly inspected and maintained; this includes powered cleaning equipment, power and hand tools
- users/operators are trained and supervised;

The Site Manager has been authorised and trained to use caretaking and cleaning equipment.

For further guidance refer to section 9.15 <https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

#### **13.2. CATERING EQUIPMENT (*dough mixers, slicing machines, potato peelers etc*)**

Dr Lucy Jera and Robert Sambak From HCL are responsible for ensuring that

- catering equipment is regularly inspected and maintained;
- users/operators are trained and supervised;

Dr Lucy Jera Head of Food Tech, Sonia Grant -Food technician and Robert Sambak from HCL have been authorised and trained to use catering equipment; For further guidance refer to section 9.9 health and safety policies and procedures <https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

### **13.3. GAS EQUIPMENT**

The Site Manager is responsible for ensuring that

- gas equipment is serviced and maintained annually;

For further guidance refer to section 10.9 health and safety policies and procedures <https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-policies/>

### **13.4. GROUNDS MAINTENANCE EQUIPMENT**

The Site Manager is responsible for ensuring that:

- grounds maintenance equipment is regularly inspected and maintained;
- users/operators are trained and supervised;

The schools Site Team have been authorised and trained to use grounds maintenance equipment;

For further guidance refer to section 10.1 health and safety policies and procedures [https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### **13.5. LIFTS**

The Site Manager is responsible for ensuring that

- passenger lifts including stair lifts are inspected and serviced quarterly;
- the Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs) for passenger lifts are in place

For further guidance refer to section 10.1 health and safety policies and procedures [https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### **13.6. MANUAL HANDLING EQUIPMENT (LOADS)**

This includes equipment used for the manual handling of loads

The Site Manager is responsible for ensuring that manual handling equipment such as

sack barrows, flat-bed, trolleys, pallet trucks etc are maintained in a safe condition.

For further guidance refer to section 5.1 health and safety policies and procedures [https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### **13.7. MOVING AND HANDLING EQUIPMENT (PEOPLE)**

The Senior First Aider and The Site Manager are responsible for ensuring that:

- all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition;
- other special needs equipment is kept in a hygienic condition and good working order;

For further guidance refer to section 5.2 health and safety policies and procedures [https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### **13.8. WORKING AT HEIGHT - ACCESS EQUIPMENT**

The Site Manager has overall responsibility for the selection, inspection, and maintenance of all access equipment, e.g. leaning ladders, stepladders, tower scaffolds, powered access equipment, fall arrest equipment.

The School Business Manager is responsible for ensuring appropriate training is provided, employees are appropriately supervised and that suitable risk assessments are carried out.

The Site Manager is responsible for inspecting access equipment and maintaining the Access Equipment Log (Ladder Log)

<b>Name</b>	<b>Job Title</b>	<b>Access Equipment</b>
Chris Stacey	Site Manager	Leaning ladders, stepladders, tower scaffolds, powered access equipment, fall arrest equipment

For further guidance refer to section 10.2 health and safety policies and procedures [https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### **13.9. EQUIPMENT AND MACHINERY IN CURRICULUM AREAS**

#### **13.9.1. ART AND DESIGN EQUIPMENT (CERAMICS)**

Head of Art is responsible for ensuring that kilns, where they are in use, are regularly inspected, maintained and serviced annually; local exhaust ventilation systems are serviced and maintained annually; faulty equipment is taken out of use and repaired or removed; users/operators of equipment are trained and supervised;

### **13.9.2. DESIGN AND TECHNOLOGY EQUIPMENT**

Head of DT is responsible for ensuring that design technology equipment is regularly inspected, maintained and serviced annually; local exhaust ventilation systems are serviced and maintained annually; faulty equipment is taken out of use and repaired or removed; users/operators of equipment are trained and supervised;

### **13.9.3. PHYSICAL EDUCATION EQUIPMENT (PE)**

Head of PE is responsible for ensuring that PE equipment is regularly inspected, maintained and serviced annually by a competent contractor; faulty equipment is taken out of use and repaired or removed; cleaning schedule for gym and sports hall floors is implemented;

### **13.9.4. SCIENCE**

Head of Science is responsible for ensuring that local exhaust ventilation systems are serviced and maintained annually;

### **13.9.5. STAGE LIGHTING**

Head of Performing Arts is responsible for ensuring that stage lighting equipment is regularly inspected, and portable appliance tested at appropriate intervals by a competent contractor

### **13.9.6. RADIOACTIVE SOURCES**

Head of Science is the school's Radiation Protection Adviser. Grant Brockwell and Lyn Hutley have also been trained in Radiation Protection and could deputise in Lisa Beaty's absence.

Radioactive sources are stored in Science

Lisa Beaty, Grant Brockwell and Lyn Hutley are the school's Radiation Protection Supervisor, they are responsible for: following the CLEAPSS guidance L93; ensuring the security of the sources; maintaining the condition of the sources; ensuring the Use Log is completed every time the sources are removed from the store cabinet;

[http://www.cleapss.org.uk/attachments/article/0/L093.pdf?Secondary/Science/Guides/#search="L93"](http://www.cleapss.org.uk/attachments/article/0/L093.pdf?Secondary/Science/Guides/#search=)

## **14. SEVERE WEATHER**

The School Business Manager and The Site Manager are responsible for making arrangements to ensure safe access and egress during adverse weather, e.g. snow and ice.

The Site Manager is responsible for clearing and gritting appropriate pedestrian and vehicle routes on the site.

For further guidance refer to section 9.7 health and safety policies and procedures [https://schoolsweb.bucksc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.bucksc.gov.uk/health-and-safety/health_and_safety_policies/)

## **15. SITE SAFETY, HOUSEKEEPING AND WASTE MANAGEMENT**

### **15.1. SITE SAFETY**

All employees and governors must report any hazards to The Site Manager who will arrange for repairs or action to remove hazard. Please use Spiceworks

### **15.2. LOCATIONS OF MAIN SERVICE ISOLATION POINTS**

The locations of the positions of all main service isolation points are as follows:

Water	Main Boiler Room for water to the School (meter and stopcock located on footpath adjacent to Aylesbury Road)
Electricity	Electrical Store in between Science and Dining Room kitchen exit.
Gas	Main Boiler Room and Gas store across from admin closest to Aylesbury Road and green gas cupboard located 6th form carpark/ gas store located E4

### **15.3. HOUSEKEEPING**

All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

### **15.4. CLEANING ARRANGEMENTS**

All members of staff are responsible for clearing up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to The Site Manager who will arrange for them to be cleared.

The school will be cleaned by: PCS Group every day in the morning and afternoon. Staff should avoid areas where floors have been wet mopped.

Spill kit for bodily fluids is kept in the cleaning store opposite the medical room . All

other requests for spillage control should be directed to the site team.

## **15.5. WASTE MANAGEMENT**

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The Site Manager is responsible for arranging safe disposal of hazardous, special and/or clinical waste.

The Site Manager is responsible for ensuring

- waste is collected daily and stored in appropriately sited secure containers;
- waste containers are secured in either a compound or by being chained

## **16. SITE SECURITY AND VISITORS**

The school has fitted two sets of security gates . The automatic gates to the site are controlled from reception or by the site team; they are locked at 9.00am and reopened at 4pm. The inner security gates are locked closed at 8.50am and reopened at 3.10pm All visitors entering the site must report to reception where they will be asked to sign the visitors' book and wear a visitors' badge.

The Site Manager and the site team are responsible for unlocking and locking the building, arming and disarming security alarms etc

## **17. SMOKING**

The school is a NO Smoking and Vaping site

- all persons coming onto the school site understand that smoking is prohibited including the grounds and in school vehicles;
- no smoking signs are displayed at the entrance to the school;
- information on the no smoking policy is included in the lettings policy.

For further guidance refer to section 8.1 health and safety policies and procedures [https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **18. SUPPORTING PUPILS WITH MEDICAL CONDITIONS**

The School Business Manager is responsible for adopting the County Model Policy for Supporting Pupils with Medical Conditions following the statutory guidance issued by the DfE.

Regina Hubber and Emma Fisher are the accountable persons for implementing the school's policy on Supporting Pupils with Medical Conditions.

Reggie Hubber/Emma Fisher (Senior First Aider) are responsible for

- keeping a log of pupil's medication;
- ensuring medication remains in date;
- ensuring consent forms are completed

Reggie Hubber/Emma Fisher, Senior First Aider is responsible for undertaking and reviewing Individual Health Care Plans using the template available in section 8.9.

Reggie Hubber/Emma Fisher, Senior First Aider is responsible for compiling an inventory of pupils who have been diagnosed with asthma or have been prescribed a salbutamol inhaler

Reggie Hubber/Emma Fisher, Senior First Aider is responsible for management of controlled drugs following guidance and documentation

For further guidance refer to section 8.9 health and safety policies and procedures [https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## 19. SWIMMING

Our School does not have a Swimming Pool or provide swimming tuition.

## 20. VEHICLES

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the County Council policy contained in "*Regulations for the Use of Vehicles 2018*"

The School Business Manager is responsible for ensuring that all employees who drive for work have a valid licence and business insurance. The School has arranged business insurance for staff through Marsh insurance.

For further guidance refer to section 9.12 health and safety policies and procedures [https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### 20.1. ON-SITE VEHICLE MOVEMENTS

The segregation of traffic and pedestrians will be controlled by the following measures: Please see traffic risk assessment.

## 21. WORK EXPERIENCE

The Work Experience Coordinator ~~Clive Matcham~~ is responsible for

- coordinating work experience placements;
- ensuring risk assessments are completed by the employer;
- ensuring students are visited in their placements;
- liaising with the Buckinghamshire Education Business Partnership where

appropriate;

## **22. REVIEW OF POLICY**

This policy will be reviewed annually. Next review date September 2026